



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

Approved
7/16/09

OPERATIONS COMMITTEE MEETING MINUTES June 18, 2009

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Sergio Aviña	Carla Bailey	None	Jane Nachazel
Mike Johnson, <i>Co-Chair</i>	Michael Green	Al Ballesteros		Craig Vincent-Jones
Dean Page		Fredy Ceja		Nicole Werner
Robert Sotomayor		Jennifer Sayles		
		Stephen Simon		

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 6/18/2009
- 2) **Minutes:** Operations Committee Meeting Minutes, 5/21/2009
- 3) **Roster:** Los Angeles County Commission on HIV, 6/8/2009
- 4) **Budget:** County of Los Angeles, Department of Health Services, Office of AIDS Programs & Policy, CARE Act Title I – Year 17, Planning Council Support Budget, 3/1/2009 – 2/28/2009
- 5) **Commissioner Application:** Jennifer Sayles, 4/22/2009
- 6) **Commissioner Application:** Stephen Simon, 4/29/2009
- 7) **Commissioner Application:** Fredy Ceja, 4/29/2009

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 12:45 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the May 21, 2009 Operations Committee meeting minutes (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:** There was no report.
8. **OPEN NOMINATIONS PROCESS:**
 - A. **Candidate Interviews:** The Committee approved nominations of Jennifer Sayles to the Part B Fiscal Agent seat and Stephen Simon to the City of Los Angeles seat. Nominations will be forwarded to the July 9, 2009 Commission meeting. The Committee also approved the nomination of Fredy Ceja to the Consumer District 1 seat, contingent on Board Office consent.
 - ➡ Contact Marcos Aviles to see if he wishes to continue on the Commission.
 - ➡ Bring Anthony Braswell renewal application forward to the next meeting for consideration.
 - ➡ Follow-up on overdue renewal applications for: Carrie Broadus, Whitney Engeran-Cordova, Anna Long.

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MOTION #3 (Page/DeAugustine): Nominate Stephen Simon to the City of Los Angeles seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).

MOTION #4 (Page/Sotomayor): Nominate Jennifer Sayles, MD, to the Part B seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).

MOTION #5 (Bailey/Sotomayor): Nominate Fredy Céja to the Consumer District 1 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment, contingent on consent of the Board Office (*Passed by Consensus*).

B. **Candidate Nominations:** There were no additional nominations.

C. **Latino Recruitment:** There was no additional discussion.

9. **COMMISSION FY 2009 OPERATIONS BUDGET:**

- Mr. Vincent-Jones reported on the 3/2009-2/29/2010 Planning Council (Commission on HIV) Support Budget. The Commission is funded by 4% of the Ryan White grant, compensation from the Office of AIDS Programs and Policy (OAPP) for Service Planning Area (SPA) coordination, and a grant from the Quality and Productivity Commission. He added that key activities this year are leading advocacy to protect HIV/AIDS funding, publishing standards of care and community outreach.
- Mr. Vincent-Jones said much of the Commission's programmatic work is funded under the contractual area of the budget:

Contractual Line Item	Function
Data Collection/Analysis	HIV Epidemiology will do data analysis; CHIPTS will use remaining funds to research key factors in effective community planning
Benefits Consulting	Julie Cross services
Public Awareness	Promotion of service availability
Standards Development	Special Population Guidelines; new/revised standards
Planning & Continuum	RFP for new model that develops allocations from priorities and funding
Copy-Editing	Standards publication
Graphics Design	Standards publication; other miscellaneous graphics work
Translation/Interpretation	ASL and Spanish-language interpretation; RFP for Spanish translation
Service Coordination	No expense
Website Design/Development	Separate grant through ISD budget
Commissioner Service Reimbursement	Mileage/claims (consumers); possible stipends (consumers)
Assessment of the Administrative Mechanism	Completion of last year's comprehensive/current year's targeted AAM
Comprehensive Training/Orientation	RFP with Emily Gantz McKay to finalize curriculum
Parliamentarian	James Stewart services

MOTION #6: (Johnson/DeAugustine): Approve Planning Council Budget (*Passed by Consensus*).

10. **PROCUREMENT WORK GROUP:**

- The Committee agreed to schedule a Joint Operations/Priorities and Planning (P&P) Committee meeting after P&P has completed its Priority- and Allocation-Setting process. The joint meeting will discuss reforming the County's HIV/AIDS procurement/solicitation processes, delays that have been causing great concern among the County's HIV stakeholders.
- Mr. Vincent-Jones reported the Priorities and Planning (P&P) Committee recommended allocations for three new service categories.
- It was communicated that OAPP needed a year's notice before allocating to new services in time for the FY 2011 year. Mr. Vincent-Jones pointed out that this would, in effect, be a two-year planning cycle which no longer meets the definition of "emergency funding."
- ➡ Schedule Joint Operation/Priorities and Planning (P&P) meeting.
- ➡ Develop a procurement briefing for the Health Deputies.

11. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM:** There was no report.

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12. **CONSUMER CAUCUS:**

- ➡ Follow-up with OAPP on a date for the SPA 5 “Meet the Grantee” round table.

13. **TASK FORCES:** There was no report.

14. **COMPREHENSIVE TRAINING:** There was no additional discussion.

15. **COMMUNITY RELATIONS:**

- Mr. Vincent-Jones informed the group that the Commission has been expressing its interest in coordinating its public awareness activities with OAPP’s social marketing activities for several years, but in order to do so felt it important that the Committee be present for the initial social marketing decisions to ensure that they can be useful for the Commission’s public awareness activities as well. He added that the Committee nominated him to serve on OAPP’s Social Marketing Community Advisory Board (SMCAB) for their new social marketing campaign. Mr. Vincent-Jones was notified that he was not included on the Advisory Board.
- Mr. Johnson announced that the newly scheduled September meeting for the California HIV Planning Group (CHPG) is in conflict with the September Commission meeting despite several key mutual members who participate on both groups, and the repeated requests that the Office of AIDS be sensitive to the Commission’s monthly meetings.
- ➡ Send letter to OAPP protesting Mr. Vincent-Jones’ application rejection as representative of the Commission and instructed by OAPP representatives.
- ➡ Send letter to Office of AIDS (OA) and the State Department of Public Health protesting repeated scheduling of the CHPG opposite Commission meetings.
- ➡ Send thank you letters to local and state representatives who participated in the 6/5/2009 and 6/10/2009 rallies to protect HIV/AIDS services.

16. **COMMITTEE ACTIVITIES:** The item was postponed.

17. **POLICIES AND PROCEDURES:** The item was postponed.

18. **COMMISSION OPERATIONS:** The item was postponed.

19. **ORDINANCE REVISIONS:** The item was postponed.

20. **NEXT STEPS:** The item was postponed.

21. **ANNOUNCEMENTS:** There were no announcements.

22. **ADJOURNMENT:** The meeting was adjourned at 3:00 pm.